

STANDARD FORM 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 July 1957

FROM : Chief, Administrative Training

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SUBJECT: Weekly Report No. 28, 2 July - 9 July 1957

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1. [] Training Officer for the Comptroller's office, notified us that they would like to postpone the Cable and Dispatch Refresher scheduled for 9, 10 and 11 July to mid-August because of commitments on the Comptroller's office which meant that only [] secretaries could be released for the 9 - 11 July session.

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3. [] talked with [] on Monday, 8 July, on the subject of our coverage on files and records. [] was given information regarding materials presented in Operations Support and Administrative Procedures, lecture outlines and references to source material used as well as schedules of both courses which were underlined to reflect actual lectures and time coverage on the subject. This is in support of [] role of representing the Intelligence School in dealing with the Assistant Executive Officer, DD/P, on the Clandestine Services records problem.

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4. [] spent two and a half hours with [] assistant to [] regarding the new approach to Clandestine Services records and files. The material obtained will be incorporated in our lectures.

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5. participated in the
Dependents' Briefing. 25X1

6. is on vacation until 23 July. 25X1

7. is on vacation until 29 July.

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